

Chaplaincy:
Exploring faith and beliefs...
supporting spiritual development



Invitation for a Guest External Speaker / Group Leader to a meeting / event held in the Chaplaincy

Faith groups and chaplaincy members may wish to invite a guest external speaker or group leader to a meeting or event (including acts of worship or prayer) at the University.

If you wish to hold the event / meeting **in the chaplaincy centre** please complete the form below. *This form may only be used in conjunction with a booking form for the use of the Quiet Room in the Chaplaincy.*

If the event / meeting is to be held in **any other place in the University**, please **do not** use this form. Instead follow the procedure outlined in Freedom of Speech and Meetings Policy which is available at: <http://www.bolton.ac.uk/Everything/PDF/FreedomOfSpeechandMeetings.pdf>
The Coordinating Chaplain or Chaplaincy Administrator can offer support with contacting Room Bookings Enquiries or the Students Union and making your application.

UNIVERSITY MEMBER inviting the guest speaker	
Bolton ID	
Mobile	
University Email	@bolton.ac.uk
NAME OF GROUP inviting the speaker (if applicable)	
Is this a Students' Union Society?	Yes / No
Date and time of meeting	
Room booking <i>*please delete as appropriate</i>	* I have an existing booking for the Quiet Room in the chaplaincy for this event or * I am submitting a new booking request form to use the Quiet Room in the chaplaincy for this event. <i>(If so, the new booking and external speaker forms must be submitted together)</i>
GUEST SPEAKER: Full name	
Home Address	
Telephone / Mobile	

Email	
Occupation	
Sponsor or affiliation	
Language to be used by speaker (if not English)	
Previous venue(s) used by the speaker	
TOPIC / TITLE of speaker with synopsis	

Procedure and Conditions

Any decision made about booking a guest speaker to visit the Chaplaincy will follow the “Code of Practice Relating to Freedom of Speech and Meetings on University Premises” which can be found at <http://www.bolton.ac.uk/Everything/PDF/FreedomOfSpeechandMeetings.pdf>

1. The person inviting the guest speaker / leader must:
 - a. be a member of the University or Chaplaincy.
 - b. fifteen working days before the event or events:
either email this completed form to chaplain@bolton.ac.uk from their University email address *or* send a signed paper copy to the Co-ordinating Chaplain, Chaplaincy Office, University of Bolton.
 - c. The member must receive authorisation from the Co-ordinating Chaplain in writing (which may include email or text) before the event.
2. The guest speaker / leader must conform to the regulations, policies and procedures of the University of Bolton and the Chaplaincy including:
 - a. Health and Safety Policy: www.bolton.ac.uk/AboutUs/Resources/HealthAndSafetyPolicy.pdf
 - b. The Equality and Diversity Policy and ethos of the University: www.bolton.ac.uk/Diversity
 - c. The Policy on Proselytising:
‘The principal of moral and emotional freedom of the person shall be adopted in the advertising, invitation and conduct of faith based events at the University of Bolton and events advertised at the University. Information may be freely given about events, but there should be no unreasonable pressure applied to people to attend the event. Acceptance or otherwise of the invitation should be free from judgement. The same principal of autonomy should also apply at the event itself, with no unreasonable pressure being exerted’.
3. The event must be open to all members of the University regardless of race, belief, religion, gender, disability, marital status, social class, age or sexual preference.

To signify your agreement to the procedure and conditions noted above:

Either email this form to chaplain@bolton.ac.uk from your University email account.

Or sign and date below a paper copy and send it to the Co-ordinating Chaplain at the Chaplaincy Office, University of Bolton. Make sure you keep a copy for yourself.

Signed by the University member detailed overleaf	
Date	